

APPENDIX B

Computer Resources and Books To Help You Find the Right Job

Found on, or Linked to, the Department of Workforce Services Web Page, <http://www.dws.state.ut.us/> :

- **Electronic Job Board** - A searchable list, updated daily, containing every job opening in the state that is listed with the Department of Workforce Services. Search by local area.
- **Utah's Job Bank** - List your resume and search for employment in Utah.
- **Link to other electronic job boards** - Click on "Find a Job", then click on "Other Resources."
- **Link to other states' Labor Market Information pages** - Click on "Economic Information" then click on "Related Websites."
- **FirmFind** - Search for information about Utah companies by occupation, industry, specific firm, or largest employers.
- **Job Search Series** - Printable flyers dealing with the following topics: The Job Search, Skills Identification, Internet Job Search, Cover Letters, Resumes, Employment Applications, Dress and Grooming for Job Success, The Interview, and Job Success Skills.

- **Labor Market / Economic Information** - Everything from average wages for an occupation to projected growth of an occupation. Much of the information is available for local, sub-state areas. Publications are printable and may be more complete or up-to-date than the same books in hard copy. Click on "Economic Information" then access through the publications page or by topic.
- **Resume and Interview Resources** - Links to web sites dealing with these topics
- **Utah Employers** - Links to many of the state's largest employers' web sites.
- **Utah Transit Authority** - Printable bus schedules and routes.
- **Link to the U.S. Department of Labor** and its publications.
- **Link to the Governor's Office of Planning and Budget**, and its economic data.

AVAILABLE ON DWS JOB CONNECTION AREA COMPUTERS, FOR CUSTOMER USE:

- **ChoicesTM** - A computer-based system that organizes, analyzes and delivers national, state and local information to individuals who are exploring careers or seeking employment. You can get information about hundreds of occupations, assess your own interests and skills, create and post an on-line resume, research post-secondary schools and financial aid, and search for occupations that match the criteria (such as salary level, education level, personality type) that you choose.

- **WinWay Resume Maker** - An easy-to-use computer program that leads you through the steps to create and customize the perfect resume for the job. It even gives you suggestions for “power words” to beef up your qualifications and catch the eye. Once created, you can print it and/or save it to a disk to customize for other job openings, or to update later.

SELF-ASSESSMENT WEB SITES:

- www.careerdoctor.net/skills_assessment.htm
- www.smartbiz.com/sbs/arts/mos69.htm
- content.monster.com/tools/
- jobsmart.org/tools/career/career.htm
- www.adm.uwaterloo.ca/infocecs/CRC/manual-home.html ,
- www.queendom.com/test_frm.html
- www.2h.com/Tests/personality.phtml
- www.assessment.com/
- www.assessment.com/
- www.ncsu.edu/careerkey/
- www.bgsu.edu/offices/careers/process/step1.html
- www.careerdoctor.net/assessment.htm
- www.careerdiscovery.com/careerleader/index.html
- careers.altavista.com/articles/21stgoals.html

TRAINING WEB SITES:

- www.usoe.k12.ut.us/ate/newate.htm
(Applied Technology Education)
- www.usoe.k12.ut.us/adulted/home.htm
(Adult Ed Programs in Utah)
- www.utahsbr.edu/html/institutions.html
(Colleges and Universities in Utah)
- www.usor.state.ut.us/
(Vocational Rehabilitation)
- www.finaid.org (financial aid)
- www.grantsnet.org (financial aid)

- www.collegeboard.org/index.html (financial aid)
- www.fastweb.com (financial aid)
- www.gripvision.com/money.html (financial aid)

OCCUPATIONAL INFORMATION WEB SITES:

- www.online.onetcenter.org/
- www.aarp.org/working
- www.bls.gov/ocohome.htm
- wi.dws.state.ut.us/

JOB SEARCH INFORMATION WEB SITES:

- www.careers.wsj.com/?content=cwc-succeed-balance.htm
- www.quintcareers.com/job_career_fairs.html
- www.quintcareers.com/domino.html
- wi.dws.state.ut.us/
- www.powerstudents.com/jobs/job_findjob/991128_networking.shtml
- www.quintcareers.com/networking_guide.html
- www.careerbuilder.com
- www.dbm.com/jobguide/map.html
- www.dhrm.state.ut.us
- www.pse-net.com/
- www.jobweb.org

RESUME & COVER LETTER BOOKS

Best Resumes for Accountants and Financial Professionals

by Kim Marino

This book offers quick tips on the basics of writing a resume, proper resume appearance, and the do's and don'ts of resume preparation. It also gets down to specifics with tailor-made advice and 80 detailed sample resumes and cover letters for accountants and financial pros.

Best Resumes for Scientists and Engineers

by Adele Lewis & David Moore

In this guide the author joins forces with scientist and writer David J. Moore to show technical professionals how to prepare resumes to fit the special requirements of their professions. Whether you are targeting an entry level job or a top management position this book gives you everything you need to create the kind of standout resume technical employers are looking for.

The Complete Resume & Job Search Book for College Students

by Bob Adams

This book answers some basic questions new graduates are asking about today's job search. It includes forty sample resumes and matching cover letters, organized by college major.

Electronic Resumes for the New Job Market by Peter D. Weedle

If you want to conduct the most powerful job search in today's market you will need to be able to write a new type of electronic resume. This is a computer-friendly type of resume that many employers are looking for that is suitable for their electronic scanning equipment. This type of resume also assists you in the job search market because it lets you conduct a search 7 days a week, 24 hours a day. This book will give you all the tools needed to create an electronic resume.

Encyclopedia of Job Winning Resumes

by Myra Fournier & Jeffrey Spin

This book includes 400 success-proven resumes ready to customize for every major industry, including the latest high tech; all job levels from entry level to CEO; 40 student resumes for new graduates; strong graphic formats that get your resume read; 40 cover letters for all situations; 30 resumes for difficult situations and expert advice on what to include in your resume and what to leave out.

Gallery of Best Resumes by David F. Noble

This book is a showcase collection of more than 200 outstanding resumes written by professional resume writers for those seeking a job or changing careers. Useful as an idea book, it contains top examples of eye-catching resumes to help you maximize your job search for that all important interview.

High Impact Resumes & Letters

by Ronald L. Krannich & William J. Banis, Ph.d.

This book is a step-by-step guide on how to understand today's highly competitive job market, develop job search skills, select appropriate resume formats for different experience levels, write each resume section for maximum impact, produce several types of letters for different employment situations, distribute resumes and letters into the most responsive channels and follow up with impact.

How to Write a Winning Resume by Deborah Perlmutter Bloch

This book provides a step-by-step method for preparing a winning resume, showing you how to make the most of your experience and skills, and how to present your background in the most effective way. Some of the features in this book are: sample resumes, guidelines for layouts, practice pages for your own material, tips for customizing your resume, and instructions for writing cover letters.

National Business Employment Weekly - Resumes

This unique guide shows you how to “hook” a prospective employer in the time it takes to read your resume. This guide arms you with the latest techniques for researching and writing tailor-made, highly focused resumes that work like sophisticated sales tools to effectively sell your unique talents and qualifications—even to the most demanding recruiter.

The Resume Catalog: 200 Damn Good Examples by Yana Parker

All of the resumes in this book were created for real people who were looking for better jobs or changing careers. This book presents a fresh new way that interprets work history and talents instead of just listing them. All of the resumes are cross-indexed in several ways so that you can match your objectives with the best resume.

Resumes for the Health Care Professional by Kim Marino

This book contains over 100 samples of health care resumes including those for registered nurses, technologists, technicians, therapists, social workers and medical technicians. It also includes 25 tough questions most often asked in a hospital interview and 6 key questions you should ask the hospital interviewer.

Resumes for the Over-50 Job Hunter by Samuel N. Ray

This powerful guide will help you overcome that first hurdle—writing your resume. It reveals how to create a powerful, winning resume that will show off your skills, knowledge and experience without drawing attention to your age. Using this book, you'll write the kind of resume that can open doors of opportunity and revitalize your career.

The Smart Women's Guide to Resumes and Job Hunting

by Julie King & Betty Sheldon

This book gathers tips, advice and experiences from dozens of job search experts, well known career consultants, human resources and many other search firm professionals. It includes topics such as breaking through the glass ceiling and other gender barriers, network your way to hidden job opportunities, powerful resumes and cover letters, command the salary you deserve, and mastering the job search game.

Job Search Letters That Get Results

by Ronald and Caryl Krannich, Ph.d.

This book shows you how to write some of the most important letters of your life. The authors include 200 examples of powerful letters that open the doors to job search communication. They present numerous letters for all types of job search occasions. They include letters to start your job search, letters that lay the groundwork, letters for approaching employers, letters that respond to vacancy announcements, cover letters, resume letters, follow-up letters, thank-you letters, letters that start your job in the right direction, and special and unusual letters

Cover Letters That Knock Them Dead by Malcolm Yates

Every cover letter in this book produced a real job. This book contains the very best cover letters for all jobs. It has easy-to-follow steps to make any cover letter knock'em dead. It shows how to plan your winning mail campaign, plus the latest on electronic job search resources.

175 High Impact Cover Letters by Richard H. Beatty

This book arms job seekers with an arsenal of highly effective professional cover letter models that, with minor modification, can be rapidly deployed as needed. The reader will find different models for five different types of cover letters, which include: employer broadcast letters, search firm broadcast letters, and the increasingly popular resume letter.

The Perfect Cover Letter by Richard H. Beatty

This book takes a complete A-Z look at all of the elements of a good cover letter. It gives examples of winning cover letters, characteristics of both good and bad cover letters, the nuts and bolts of getting the message down on paper, what to include, what not to include, and tips on proper letter design.

NETWORKING BOOKS

Great Connections by Anne Baber and Lynne Waymon

This book reveals how to use small talk to make great connections for business and career success. It tells how to use business cards effectively, join a group of people who are already talking, generate sales leads, create topics that create connections, start and end conversations easily, get the most out of professional meetings and conventions, and network for job leads and interviews.

High Impact Telephone Networking for Job Hunters

by Howard Armstrong

Howard Armstrong provides a proven, easy to follow system for building your own job search network using your phone. You'll learn how to ask for a meeting, what you should and shouldn't say on the phone, what to do if you must conduct a long distance networking campaign and how to overcome telephone runaround.

How to Work a Room by Susan Roane

Susan Roane shows you how to overcome the five roadblocks that keep most people from making new contacts; use seven strategies to meet more people and make the right impressions; mix daring and charm to start and end conversations smoothly; know when to use sense of humor and when not to; and how to follow simple rules of etiquette and preparation to circulate with ease and confidence.

National Business Employment Weekly- Networking (3)

by Douglas B. Richardson

This guide shows you how to network your way into the job of your dreams. It offers a step-by- step approach to developing and honing your networking your networking skills. From identifying possible contacts to scheduling appointments and conducting effective meetings, it arms you with proven strategies and techniques for waging a successful networking campaign.

Network Your Way to Success by Ken Erdman and Tom Sullivan
Proven networking strategies to help you increase your sales, find a new job, bring in more clients, get a promotion, turn your hobbies to profit, improve your social life, make new friends and find a spouse.

Network Your Way to Your next Job...Fast

by Clyde Lowstuter and David Robertson

This book will challenge you to re-examine your fundamental approach and beliefs about networking while equipping you with the tools to uncover valuable opportunities and job leads with startling effectiveness. Also learn how to positively direct your beliefs, behaviors, emotions and energy and take charge of your life and career.

The New Network Your Way to Job and Career Success

by Ronald and Caryl Rae Krannich, Ph.d.

Two leading employment experts provide practical guidance on how to organize effective job networks, prospect for job leads, write networking letters, conduct informational interviews, follow up referrals, and maintain and expand networks that lead to job interviews and offers. Special chapters examine job search myths, present employer predictions, include sample networking dialogue, and outline useful job search resources.

The Secrets to Savvy Networking by Susan Roane

Susan Roane offers methods for developing your networking techniques and resources. She will show you how to identify your networking gaps; conduct a smooth and productive business lunch; employ follow-up procedures that are essential, appropriate and effective; obtain referrals; choose professional organizations that will give you the highest visibility; be yourself at events; and make an impression that is positive and lasting.

INTERVIEWING BOOKS

Dynamite Answers to Interview Questions

by Caryl & Ronald Krannich

This book gives you the inside scoop to conducting effective job interviews, outlining the whole interview process, from preparation to close and follow-up. The book outlines the key principles to effective interviewing and then applies those principles to numerous questions interviewers are most likely to ask. Filled with useful tips and examples of how to turn negative responses into positive answers.

Interview for Success by Caryl and Ronald Krannich

This book was designed to easily prepare readers for all types of job interviews. It is packed with solid advice on getting interviews, handling interview questions and negotiating salaries. An ideal resource for anyone organizing a job search and preparing for a job interview.

National Business Employment Weekly - Interviewing

This leads you through every phase of an interview, from preparation to effective follow-up. It covers all traditional interviewing strategies. This guide also explores psychological roadblocks that can lead to insecurity and defensiveness and tells you how to overcome them. It fills you in on what employers are really looking for in an interview and shows you how to manage your anxiety and present your best professional self.

The Smart Woman's Guide to Interviewing and Salary Negotiation

by Julie Adaire King

This guide will show you how to overcome stereotypes in the interview process, sell yourself with confidence to prospective employers, negotiate the salary you deserve, convince your current employer that you deserve a raise, and battle gender discrimination.

Sweaty Palms - the Neglected Art of Being Interviewed

by H. Anthony Medley

This newly-revised edition presents job interviewing techniques tailored to the challenging business world. New tips and strategies in the latest edition come from the author's experience in counseling job hunters and employers as well as the many letters he received from fans of the first edition. Topics include preparation, presentation, sexual harassment and discrimination and negotiation.

MISCELLANEOUS TOPICS

The Smart Woman's Guide to Career Success by Janet Hauer

The author takes readers on a journey through the strange and baffling business culture, providing information on its evolution and how the traditional paternalistic, competitive and military approach to management may be alien and frustrating to women. The author identifies the obstacles that most often cause women to bump their heads on glass ceilings.

The Smart Woman's Guide to Starting a Business

by Vicki Montgomery

This guide includes real-life stories, positive advice and detailed information about all aspects of starting a business; general procedures used to start, develop, and grow any business; a competitive glossary; frequently used forms; a resource for finding all laws and regulations that govern small business; and information on retirement plans.

Places Rated Almanac by David Savage & Richard Boyer

Find out exactly where in North America you'll find: The most affordable places to live, the fastest growing job-markets, the best housing for your money, the busiest airports, the highest SAT scores, the best health care facilities, the safest neighborhoods, the most museums, theaters, operas, libraries and symphonies, the most accessible golf courses, bowling alleys and pro sports stadiums, and the 10 sunniest areas. (For people who want to re-locate. Get the latest edition.)

The Perfect Follow-up Method to Get the Job Done

by Jeffrey G. Allen, JD, CPC

This book shows you how to make the most of your time when prospective employers are weighing and comparing your qualifications. You will find out how to sell yourself during the second and third interview; how to conduct yourself at breakfast, lunch, and dinner interviews; how to use job references; how to know when to apply more pressure; and when not to and how to respond to your first offer.

Work Styles to Fit Your Lifestyle

by John Fanning and Rosemary Manicalco

This resource details how "temping" can help you earn good money, satisfy career goals and live a more pleasant lifestyle. It gives you all the techniques, tolls and strategies needed to thrive as a "temp" in all types of companies and professions.

Job Shift by William Bridges

This book discusses the change from the traditional world of work ("the end of the job as we know it"), and presents ways that people can prepare themselves to be employable in a world without jobs.

Transitions by William Bridges

This book discusses the application of the three steps of transition to any life change, whether getting or losing a job, moving, etc. Bridges reviews “Endings”, the “Neutral Zone” and “The New Beginning”, and reviews how we can deal with the inevitable changes that take place in our lives. He likens the feelings we go through in any transition to those faced by someone who is grieving for the death of a loved one, and reminds us that we need to move through all the stages to move forward in the next part of our lives.

JOB SEARCH BOOKS

A Big Splash in a Small Pond by R. Linda Resnick

This book gives you the tools you need to find the job you want. It offers self-evaluations to help you decide if you fit in with the small company culture; research tools for tracking down small companies in the field of your choice; tips on fine-tuning your network skills; techniques for discovering what small business managers want; and profiles of typical small business managers—to help you tell what kind of small business you would like.

Change Your Job/Change Your Life by Ronald L. Krannich, Ph.D.

Comprehensive and loaded with practical how to advice on understanding today’s job market to identifying the best jobs. Includes chapters on relocating, starting a business, networking, interviewing and negotiating salaries, and using electronic databases for conducting job searches 24 hrs. a day. (Get most recent edition)

Discover the Best Jobs for You by Ronald & Caryl Krannich

This guide is ideal for anyone first entering the job market, re-entering after a lengthy absence or changing jobs and careers. It provides detailed answers to the most critical questions for finding a job. It shows job seekers how to best identify their interests, abilities and skills and formulate them into a powerful job objective related to a specific jobs and careers.

Dynamite Tele-search by Ronald and Caryl Krannich, Ph.D.

This book outlines many myths and mistakes concerning communication networks. The authors outline key telephone search principles for developing an effective job search. They cover everything from conventional telephone conversations and job hotlines to using voice mail, fax machines and computer modems, to communicating with on-line career services. You will also learn how to make cold calls, whom to contact, when to call, what to say and how to say it.

Electronic Job Search Revolution by Joyce Lain Kennedy

This guide for people who are not computer literate. It fills you in (in non-technical prose) on: resume databases that give employers instant access to your resume, employer databases to design your own prospect list, computer-driven interviews and video conferencing, telephone job hotlines, and new on-line job help for graduates and alumni.

Federal Applications That Get Results by Russ Smith, Ph.D.

This book helps guide you through the intricate maze of paperwork that one needs to fill out in order to obtain a federal job. It includes several examples of completed forms, federal style resumes, and pay schedules.

Finding a Job Over Fifty by Terry & Karen Harty

Self-assessment exercises, motivation boosters and real-life anecdotes of people in situations just like yours will help you reorganize your career goals, identify the perfect job, track down those hard-to-find job leads and master the all-important job interview.

From College to Career by Donald Asher

This book was written specifically for college seniors, graduate students, recent grads and savvy students at any level, to help you choose the right career, target the best employers, and create a resume that will get results. Simple step-by-step exercises and dozens of sample resumes that show you how to choose the right career.

Guerrilla Tactics in the New Job Market by Tom Jackson

The author shows you how to tap into today's dynamic job market and land the job you have always wanted. This system shows you how to achieve career fulfillment and a better paycheck—whether you are looking for your first job, planning your rise through the ranks, or re-entering the work force.

Job Seekers Sourcebook - the Mountain States

by Donald D. Walker and Valerie A. Shipe

The most complete source of job placement services for AZ, CO, MT, NV, UT and WY. It includes contact name, address, telephone & fax number and specialty for each listing, plus helpful hints on organizing your job search, interview techniques, stress management, choosing the right placement service and maximizing your results.

The (Year) National Job Hotline Directory

by Marcia P. Williams and Sue A. Cabbage

This book tells you how to research the revolution in job searching—the job hotline. Now you can research the current job market in any city in the country, without leaving your house. This book gives you access to more than 3,000 employer job hotline phone numbers, listings for the companies and government agencies grouped alphabetically by industry and state, and tips on the most time efficient and cost effective ways to use job hotlines.

Non-profits' Job Finder by Daniel Lamber

The quick and easy route to jobs, internships and grants in education and all of the non-profit sector. You will learn about the very best job hotlines, job-matching services, specialty and trade periodicals with job ads, new on-line job services, computerized job and resume databases and directories.

Parting Company by William J. Morin and James C. Cabera

This book offers reassuring, practical advice that includes negotiating the best severance package, considering creative career options, marketing yourself effectively, making the most of an interview, and starting a new job. Through scores of real-life experiences, this book provides the building blocks you need to cope with the uncertainty of a fluctuating job market and to find contentment with your career. (Targeted at dislocated workers in professional fields)

Researching Your Way to a Good Job by Karmen N.T. Crowther

This book provides you with the tools and techniques to examine potential employers and jobs so that you eventually find the position in a company that's right for you. It drives home the necessity of learning about a potential employer before you leap into a job and spotlights the advantages you'll enjoy over less-informed applicants. This book also helps you isolate the questions that are important to you about a company. In addition, it includes information about cover-letters, interview responses and resume writing.

Test Your Own Job Aptitude by Jim Barrett and Geoff Williams

This is an easy-to-use handbook that will help you select a career or make better decisions about what you should be doing with your life. Using a battery of tests, this book will assess your skills, personality and individual interests in order to clarify how best to develop your true potential, and match the results against an extensive index of more than four hundred careers.

Want a New, Better, Fantastic Job? by Pam Gross & Peter Paskill

This guide helps you unlock your true desires and relate them to a fulfilling career. It helps you use the skills you don't even know you have, and tap into the hidden job market.

When You Lose Your Job by Cliff Hakim

A practical, yet literate presentation of what everyone needs to know the day they get fired. A must-read guide for the unemployed and those who are unhappy with their current career status.

Work in the New Economy, Careers and Job Seeking into the 21st Century by Wegmann, Chapman, & Johnson

This book features dramatic changes in our economy and details some future trends. It also includes what careers will expand and decline in the future. Finally, it tells you of the increasing importance of career planning and job search skills.

Coming Alive from Nine to Five, Text and Workbook

by Betty Marzulli

Text with workbook designed to help readers identify values, interests, skills, and career goals, as well as help them find appropriate jobs.

JOB SEARCH BOOKS FOR THE DISABLED

Successful Job Search Strategies for the Disabled

by Jeffrey G. Allen, J.D., C.P.C.

This book explains in detail your legal rights under the ADA; includes 50 mini legal cases and real-life scenarios; how to land a job, including writing resumes and surveying interviews, coaches you on how to overcome negative perceptions, and how to sell yourself to an employer.

Job Strategies for People with Disabilities by Melanie Astaire Witt

This career book rings with practical advice for getting your first job, being promoted and making career changes. It will answer your questions about the law, career decision making, and job finding as it tells the stories of real people with real jobs and shares their secrets of success.

SELF-ADVOCACY BOOKS

Awaken the Giant Within by Anthony Robbins

This book shows you effective strategies for mastering your emotions, your body, your relationships, your finances and your life. It provides you with a step-by-step program that teaches the fundamental lessons of self-mastery which will enable you to discover your true purpose, take control of your life and harness the forces that shape your destiny.

Do What You Really Love, the Money Will Follow

by Marsha Sinetar

This is a guide to finding the work that expresses and fulfills your needs, talents, and passions. Using real-life examples, the author shows you how to overcome your fears, take the little risks that make big risks possible, and become a person whose work means self-expression, growth and love.

First Things First by Roger & Rebecca Merrill

This book transcends the traditional time management prescriptions for of faster, harder, smarter, and more. It connects the investment of time to our deeper priorities in life.

Getting Unstuck-Breaking Through Your Barriers to Change

by Dr. Sidney B. Simon

This book focuses on why you are stuck and how to overcome your self-defeating behavior. Full of stories from people who have been there, and with the helpful, easy-to-follow quizzes, this book will help you get unstuck and help you change your life for the better—right now.

How to Feel Great about Yourself and Your Life by Martin English

This guide to positive thinking includes topics on achieving a positive frame of mind as you are getting ready for work, developing a can-do mind set, giving yourself daily attitude checks, bouncing back from stinging criticism, recognizing how co-workers and friends can tear down your self-esteem, using simple techniques to relax and refresh, and keeping negative thoughts out of your mind.

I Could Do Anything, If Only I Knew What it Was by Barbara Sher

This book is for those who want to find their passion. It is a step-by-step guide for restructuring one's life so that it has meaning, direction and joy. It offers an important new element to practical advice, success secrets, and motivational techniques.

In Search of Values by Dr. Sidney B. Simon

This author provides a month's worth of playful yet practical strategies designed to help you discover your own true values. These exercises will lead you to determine what matters to you most, understand why you act the way you do, relate more intimately with others, find new meaning in people, events and experiences, and transform your life into a vital, productive process.

Lions Don't Need to Roar by D.A. Benton

This guide is aimed at someone who is looking to improve or develop a professional presence. Using guidelines and techniques, she reveals the secrets of making the right impression. It shows you the important interpersonal attitudes and skills top executives share.

What Color Is Your Parachute by Richard Bolles

This book covers everything job hunters and career changers need to find meaningful work, including how to negotiate a salary and choose a location. This book is an inspirational job finding guide. (New edition every year—get the most current version.)

Red Socks Don't Work by Kenneth J. Karpinski

This book for men gives practical advice and illustrations on suits, jackets, ties, shirts and trousers. It offers advice on coordinating your wardrobe, grooming and communicating with a tailor. Ideal for any man wishing to enhance his professional image in today's business and social worlds.

Seize the Day by Danny Cox

This book is for everyone who is looking to make high performance a regular, daily expectation in their lives—professional or personal. It shows the path to high performance in seven achievable steps.

The Seven Habits of Highly Effective People by Stephen R. Covey
Covey presents a principle-centered approach for solving personal and professional problems. With insight and anecdotes, Covey reveals a step-by-step pathway for living with fairness, integrity, honesty and human dignity—principles that give us the security to change and the wisdom to take advantage of the opportunities that change can bring.

Unlimited Power by Anthony Robbins
Robbins demonstrates that whatever you think will be; that your state of mind determines what you can and can't do; and that all successful results can be modeled and duplicated. He also shows you how to discover the five keys to wealth and happiness.

The Winning Image by James Gray, Jr.
This book provides a closet full of winning advice—both for doing business at home and in other cultures. It explains the relationship between images and success and shows how to develop a wardrobe for your particular body type and choose the most flattering colors; polish your speaking voice, and create an effective image on the podium. This book will help you put your best foot forward and gain the position you deserve.

Wishcraft—How to Get What You Really Want by Barbara Sher
This book gives you effective strategies for making real changes in your life. This human, practical program puts your vague yearnings and dreams to work for you. You'll learn how to discover strengths and skills, turn your fears and negative feelings into positive tools, diagram the path to your goal, chart your progress, create a support network of contacts and sources and use a buddy system to keep you on track.

COMPANY PROFILES

Americas Fastest Growing Employers by Carter Smith

This is the all-in-one national career guide for those seeking the employment with the most rapidly growing companies in the country. From high-tech, entrepreneurial start-ups to Fortune 500 giants, all firms profiled are on the fast track of American industry. By using this book you'll have access to the information necessary for a successful job search.

150 Best Companies for Liberal Arts Graduates

by Cheryl Woodruff and Greg Ptacek

This guide tells you which companies are hiring, training, and promoting liberal arts graduates—and who are the best employers among them. You will also find out about the government agencies and non-profit organizations that actively recruit liberal arts graduates. Also included are interviews with liberal arts graduates employed by the companies, in-depth profiles of the best 50 companies, and it covers a wide range of fields.

The 100 Best Companies to Work for in America

by Robert Levering and Milton Moskowitz

This book lists the top 100 companies that have been able to maintain the people values that are hallmarks of a good workplace. It rates companies on pay and benefits, job security, room for advancement, openness and fairness and workplace pride. (Get the most current edition.)

Quantum Companies by A. David Silver

The 100 companies spotlighted in this book, by virtue of their particular product or service, are poised to take a quantum leap in profitability. This book is a must-read for those people who want to work for a cutting-edge company, are seeking information on the next growth stocks or are interested in seeing what the business world is going to look like in the 21st. century.

CAREER DIRECTORIES

America's Federal Jobs

This book provides information on job opportunities in virtually every federal occupation. The index cross references the agencies by college major and types of experience. Informative descriptions offer details of over 150 agencies, including how to file applications, student training opportunities, pay scale benefits, affirmative employment programs and much more.

Americas 50 Fastest Growing Jobs by J. Michael Farr

This book, as the title implies, focuses on the 50 fastest growing jobs. These are the jobs that offer better-than-average opportunities for earnings, professional growth, and employment, and should be considered by anyone who is making career decisions or looking for a new or better job.

America's Top Medical and Human Services Jobs by Michael Farr

This book gives an overview of labor market trends, information on over 500 jobs, career planning and job search techniques, and special appendices. Seven of the top ten fastest growing jobs are projected and it provides detailed information on them.

America's Top Military Careers

This book, developed by the Department of Defense, provides an easy-to-understand and useful format for learning about service occupations. It discusses procedures, training, education available, working conditions, physical demands, projected openings, advancement opportunities, duty locations, pay and benefits and many other details. It organizes 200 military careers into major clusters of similar jobs for both enlisted personnel and officers, making it simple to explore careers based on interests and experience.

Breakaway Careers - the Self Employment Resource for Freelancers, Consultants and Corporate Refugees by Bill Radin

This book contains all of the practical information you need to successfully select, start a business, and succeed on your own. It includes tips on exploring your breakaway options, saving money on health care costs, reducing your tax liability, setting up an efficient home office, financing your new business, writing a realistic and workable business plan, and information on trade association directories, revenue sources, government agencies and other resources that can help you get started.

The Career Connection for College Education

by Fred A. Rowe, Ed.D.

This book is the most widely used information source available on college majors. Simply find a college major that interests you and turn to the description. You will find information such as: Recommended High School Courses, Course Requirements, Options with Majors, Related Careers and Self-Assessment.

The Career Connection for Technical Education by Fred A. Rowe

This book helps anyone considering going to a technical or trade school. You will find information regarding recommended high school courses, course requirements, options with majors, related careers, and self-assessment.

Careers in Computers by Lila Stair

Careers in Computers is your guide to all the major computer-related professions, including careers in systems development, operations, and word processing, information systems management, telecommunications and network technology, programming, computer industries, consulting, contracting, entrepreneurship and education.

Careers in Health Care by Barbara Swanson

In this completely revised edition the author addresses recent changes in health care as well as the outlook for future developments in the field. More than just a list of titles and responsibilities this book offers a wealth of essential information and practical strategies for success in this rewarding and ever expanding field.

Careers in High Tech by Nick Basta

This book presents a variety of challenging career paths in high tech. It also provides information on qualifications, education, salary, employment trends and current job availabilities. Some of the fields covered are computers, micro-electrics, telecommunications, aerospace, speciality chemicals, environmental clean-up, advanced materials and biotechnology.

Careers in Mental Health: A Guide to Helping Occupations

by Schmolling, Burger and Youkeles

This book was designed for the adult who is considering career alternatives as well as people who are considering a career change. This book provides the following information: Background that contributes to the evolution of mental health occupations, descriptions of work settings, training requirements for each career, of salary levels and it utilizes the experience of a trio of mental health professionals.

Computing and Software Design Career Directory

by Bradley J. Morgan

This guide gives you information on your career in systems integration; what a systems programmer is and why you should become one; computer network management opportunities; writing software documentation; opportunities in artificial intelligence; the on-line industry; electronic publishing; and creating multimedia and developing a CD-ROM. There is also information on a successful job search and information on hundreds of organizations offering entry-level jobs.

***Great Careers, the Fourth of July Guide to Careers, Internships,
and Volunteer Opportunities in the Non-profit Sector***

This guide helps you locate jobs in the non-profit sector as well as determine if the job is right for you. It also lists organizations you can write to in order to get more information on jobs in the non-profit sector.